

<b><i>NATIONAL MARINE FISHERIES SERVICE POLICY DIRECTIVE 36-103</i></b> <b><i>November 29, 2004</i></b>	
<b><i>Human Resources</i></b>	
<b><i>NOAA Fisheries Telework Policy</i></b>	
<b>OPR:</b> FX1/ (N. Huff) <b>Type of Issuance:</b> Initial	<b>Certified by:</b> F/
<b><i>SUMMARY OF REVISIONS:</i></b>	

Introduction. Section 359 of Public Law 106-346 requires each Executive branch agency to establish a policy under which eligible employees may participate in telework to the maximum extent possible without diminished employee performance. In order for National Oceanic and Atmospheric (NOAA)'s National Marine Fisheries Service (NOAA Fisheries) to meet this requirement, specific guidance for implementation must be developed.

Objective. The execution of NOAA Fisheries' Telework Implementation Procedures is an essential part of our continuing efforts to achieve important public policy goals while improving employees' work lives by allowing a better balance of work and family responsibilities, and reducing work-related stress. In order to achieve these goals, a clear process must be established for all employees interested in participation. The purpose of this policy directive is to indicate Agency support for teleworking subject to development of such a process and adherence to the specific guidance developed therein.

Authorities and Responsibilities. This directive establishes the following authorities and responsibilities:

The Assistant Administrator (AA) for Fisheries will have agency-wide oversight of the NOAA Fisheries Telework program as described in "NOAA Fisheries Telework Implementation Procedures."

NOAA Fisheries Office Directors are responsible for the overall approval, disapproval, modification or termination of employees' participation in the NOAA Fisheries Telework program.

NOAA Fisheries Supervisors are responsible for the overall management and success of teleworking within their respective units, including day-to-day operations and modification to individual telework agreements to meet mission needs or changing circumstances.

All requests for teleworking assignments must be approved by both the Supervisor and designated approving official of the office that originated the request.

Measuring Effectiveness. NOAA Fisheries is required to report on all teleworking activity. In any instance that an office fails to comply with this policy, it shall be referred to the AA's office for appropriate action.

References. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

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William T. Hogarth, Ph.D.  
Assistant Administrator  
for NOAA Fisheries

Date

Attachment 1

**Glossary of References and Supporting Information**

***References***

NOAA Fisheries Telework Implementation Procedures, 36-103-01, November 29, 2004.

U.S. Department of Commerce Telework Program, dated January 16, 2001 and NOAA Telework Policy, dated November 23, 2003.

***Terms***

**Office Director** – A NMFS Regional Administrator, a Science Center Director, or a Headquarters Office Director.

**Telework** – A flexible work arrangement between the employer and employee that permits work to be performed away from the traditional office or official duty station.